



## Employment Application

City of Terre Haute  
17 Harding Ave  
Terre Haute, IN 47807

Name (Print) \_\_\_\_\_  
(Last) (First) (Middle)

Social Security \_\_\_\_\_

Present Address \_\_\_\_\_  
Number Street

Phone Number \_\_\_\_\_

\_\_\_\_\_  
City St Zip

If less than one year please give:

Previous Address: \_\_\_\_\_  
Address City St Zip

Are you at least 18 years old? \_\_\_\_ Yes \_\_\_\_ No If no, employment is subject to verification that you are of minimum age.

Are you a citizen of the US? \_\_\_\_ Yes \_\_\_\_ No If no, can you provide Form 1-151 or Form 1-94 as proof that you  
can legally be employed in the U.S.? \_\_\_\_ Yes \_\_\_\_ No

Position applied for \_\_\_\_\_ How soon can you start? \_\_\_\_\_

Type of employment \_\_\_\_ Full Time \_\_\_\_ Part Time \_\_\_\_ Temporary

If part time, what days and hours? Days \_\_\_\_\_ Hours \_\_\_\_\_

### Education

|             | Name & City | Major | Graduate         | Degree |
|-------------|-------------|-------|------------------|--------|
| High School |             |       | ____ Yes ____ No |        |
| College     |             |       | ____ Yes ____ No |        |
| Graduate    |             |       | ____ Yes ____ No |        |

### Employment History

Have you previously applied for a job with the City? \_\_\_\_ Yes \_\_\_\_ No

Have you previously worked for the City? \_\_\_\_ Yes \_\_\_\_ No When & Where? \_\_\_\_\_

Have you ever been bonded? \_\_\_\_ Yes \_\_\_\_ No Have you ever been refused Bond? \_\_\_\_ Yes \_\_\_\_ No

Have you ever been convicted of any crime other than a minor traffic violation? \_\_\_\_ Yes \_\_\_\_ No If yes, please explain:

Why do you desire to make a change from your current employer? \_\_\_\_\_

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## Prior Work Record (Start with most recent or present employer)

1.

|                                     |               |             |
|-------------------------------------|---------------|-------------|
| Name & Address                      | Phone Number  |             |
| Your Job Title & Duties             |               |             |
| Immediate Supervisor (name & title) | Hire Date     | Date Left   |
| Reason for leaving                  | Starting Rate | Ending Rate |

2.

|                                     |               |             |
|-------------------------------------|---------------|-------------|
| Name & Address                      | Phone Number  |             |
| Your Job Title & Duties             |               |             |
| Immediate Supervisor (name & title) | Hire Date     | Date Left   |
| Reason for leaving                  | Starting Rate | Ending Rate |

3.

|                                     |               |             |
|-------------------------------------|---------------|-------------|
| Name & Address                      | Phone Number  |             |
| Your Job Title & Duties             |               |             |
| Immediate Supervisor (name & title) | Hire Date     | Date Left   |
| Reason for leaving                  | Starting Rate | Ending Rate |

## Armed Services

Have you even been in the U.S. Armed Forces? \_\_\_\_ Yes \_\_\_\_ No      If yes, when \_\_\_\_\_

Which Branch? \_\_\_\_\_

## References (no relatives or former employers)

|            |                  |             |
|------------|------------------|-------------|
| Name _____ | Occupation _____ | Phone _____ |
| Name _____ | Occupation _____ | Phone _____ |
| Name _____ | Occupation _____ | Phone _____ |
| Name _____ | Occupation _____ | Phone _____ |

## Job Applicant's Agreement & Certification

I certify that the information given by me within this application is true in all aspects, and I understand that if it is found to be false in any way, I may be subject to dismissal without notice. I authorize the use of any information in this application to verify my statements, and I authorize the name employers, references and other persons to answer all questions asked concerning my ability, character, reputation and previous employment record. I release all such information.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

All statements made by applicants for employment on this application will be carefully checked for accuracy. We offer equal employment opportunities to all persons without regard to race, religion, age, sex, national origin or handicap. The use of this form does not mean there are positions open and does not obligate the City in any way.

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